

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1178 **TITLE:** DIRECTOR, AREA AGENCY ON AGING **GRADE:** S-31

DEFINITION:

Under general direction, to plan, organize, and direct the activities of the Fairfax County Area Agency on Aging; to perform varied administrative and coordinating duties as the senior staff assistant to the Commission on Aging; and to do related work as required.

TYPICAL TASKS:

Plans, coordinates, and directs Area Agency on Aging (AAA) activities and programs;
Identifies services needed by the elderly and initiates programs to provide them, either through the AAA or in cooperation with other human service agencies;
Develops methods of evaluating AAA programs;
Ensures compliance with all federal and state requirements and policies related to grant monies;
Develops and administers the AAA budget;
Prepares reports and correspondence;
Provides staff support to the Commission on Aging;
Supervises office and staff operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of Community, County, State and Federal programs for senior citizens;
Ability to establish and maintain effective working relationships with the County Executive, County, State and Federal agencies, and the Board of Supervisors;
Ability to work effectively with the Commission and with community groups;
Ability to analyze, evaluate and make recommendations;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to effectively supervise others.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a Bachelor's degree in one of the social sciences and four years of progressively responsible experience in programs for the aging.

ESTABLISHED: April 26, 1982

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